

## DELIMIT A POSITION EPAR SUBMISSION GUIDE

### Overview/Tips

This EPAR is used to delimit a position currently on your complement.

Confirm the position is **VACANT BEFORE** submitting the EPAR to the HR Service Center.

Determine the last day the position will be active. The following day will be the position should be delimited.

### EPAR Form

The screenshot shows the 'Commonwealth of PA E-PAR' form. The 'Position Action:\*' dropdown menu is open, with 'Delimit a Position' highlighted in blue and marked with a red box containing the number '1'. Other options in the menu include 'Change Supervisor Position', 'Create a Position', 'Fill a Vacant Position', 'Reclassify/Reallocate a Filled Position', 'Reclassify/Reallocate a Vacant Position', 'Update Roles', and 'Other - Please Explain'. Below the dropdown is the 'Other/Please Explain:' section with a 'Select One' dropdown and an empty text box. The 'Position Number:' field contains '00079790' and is marked with a red box containing the number '2'. To the right, there are sections for 'Employee' (with options 'Separation', 'Working O', 'Other - Ple') and 'Personnel' (with a 'Submit' button).

**1** Choose Delimit a Position under Position Action

**2** Enter the eight-digit number of the position to be delimited and click Submit

## Delimit a Position

PAR ID:	Delimit a Position - 00080640 - Trnspt Equip Opr A - 00079790		
Pos No:	00079790		
Org:	00080640 - TR Montgomery Co		
Job:	91380 - Transportation Equipment Operator A		
Duration:*	Select One <input type="button" value="1"/>	Proposed* Validity End Dt:	<input type="text" value="2"/>
Description:*	<input type="text" value="3"/>		
Status:	Requester		
Submit to:	Select One <input type="button" value="4"/>		
Your email	anedimyer@pa.gov		<a href="#">Attach Documents</a>
Spv/Mgr email:	acrumlich@pa.gov	<input type="button" value="EditEmail"/>	
HR email:	jfreysinge@pa.gov		
<input type="button" value="Submit"/>			

\*Indicates a Required Field

- 1** Select Temporary
  - Permanent should not be used. Delimiting a position permanently will prevent the position from ever being used again.
- 2** Enter the date the position should be delimited.
- 3** Enter any additional comments in the Description box.
- 4** Choose appropriate option based on your agency's chain of approval and select Submit.